

ICS No. 7972-88
21 December 1988

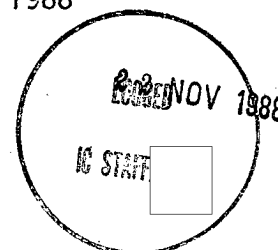
CONF-1-SR

MEMORANDUM FOR: Chief, Administration [redacted]

FROM: [redacted]

Chief, Administrative Staff, ICS

SUBJECT: IC Staff Offsite Conference [redacted] 29 December 1988.



1. In conjunction with my telephone conversation of 19 December, the following information is provided pertaining to the forthcoming IC Staff conference [redacted] 29 December 1988.

2. The following Senior Intelligence Community officers plan to arrive at [redacted] approximately 0900 hours, Thursday, 29 December 1988, for a one-day conference. They will adjourn at 1700 hours.

3. [redacted], Deputy Chief, Administrative Staff, ICS, will act as the administrative focal point for conferees during the day session. He will arrive at 0830 hours. Any questions prior to the conference may be directed to [redacted]

4. Attendees are as follows:

- a. James H. Taylor, Executive Director, CIA
- b. [redacted] Deputy Director, Intelligence Community Staff
- c. VADM William O. Studeman, USN, Director, National Security Agency
- d. Jimmie D. Hill, Deputy Under Secretary of the Air Force, Space Systems
- e. LTG Harry E. Soyster, USA, Director Defense Intelligence Agency

5. These officers may have drivers accompanying them. We will advise their names and particular information as soon as known.

6. Conferees will need a Vu-Graf and other normal administrative supplies.

7. Realizing that the cafeteria facilities will be closed during this period, we request that coffee, tea, and donuts be made available for the conferees, along with a sandwich lunch. Costs incurred for this request may be applied to ICS FAN number 159801. Thanking you in advance.

[redacted]
Chief, Administrative Staff, ICS

~~SECRET~~

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